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FINISHING THE JOB

A Program for AREA
COVERAGE Electrification

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UNITED STATES DEPARTMENT OF AGRICULTURE
Rural Electrification Administration
Washington 25, D. C.

March 5, 1947

To The Directors of REA-Financed Systems:

As an official of your rural electric system, you have prime responsibility for making it of maximum usefulness to your community.

Full, area-wide availability of electric service has always been an objective of the REA program. We are still far from that objective. 17

This is not said by way of criticism. The REA-financed groups have done an excellent job. Within the present restrictions of scarcity and generally high cost of labor and materials, the REA borrowers are making every effort to meet a demand for electric service which equals or surpasses any previous demand in REA's history.

But unless plans already made for area coverage are implemented by full, complete programs for area coverage, there remains the danger that thousands of American farm families may still have to continue without the blessings of electricity -- even when shortages have eased.

When the REA program started, 90 percent of rural America was without electric service. It did not seem to matter then where the lines were built, just so they were built. But now that the rural electrification job is about 50 percent complete, the emerging pattern of existing rural high-lines proves the necessity of immediate, area-wide programing of the rest of the job.

There is considerable evidence that the pre-war power company practice of building lines for "cream-skimming" purposes is being renewed. If REA systems are left only the more sparsely settled sections in an area, it may not prove feasible for them to serve all these "forgotten" families. And if rural areas are cut up by power company lines laid out so as to create unserved pockets, REA systems will be unable to reach the farms in those pockets.

The only way for an REA borrower to make sure that it will not be kept from bringing electric service to all unserved rural families who want it, in the area to be determined by its boundaries, is to make a full area-wide survey immediately, before more cream-skimming and spite-line construction can take place.

This survey should include even those establishments in the most sparsely-settled areas. The groups must be able to complete plans immediately to build the necessary lines as rapidly as materials and manpower permit.

This Survey Program Book has been prepared as a practical aid to your co-op or district in completing your area coverage job. It is based on the actual experience of REA-financed cooperatives in several states.

2-The Directors of REA-Financed Systems-3-5-47

The first step in area coverage is authorization by your Board of Directors. But approval alone is not enough. The plan also needs the whole-hearted support of every director or trustee if the task is to be completed rapidly and effectively.

Read this book and the sample working kit for survey leaders carefully, and then ask your manager to read it. Make a note of any changes or adaptations you want to make to suit your local needs and conditions, and bring up the program at your next board meeting.

When the subject has been thoroughly discussed, your board will no doubt wish to adopt a resolution similar to the one in the back of this Survey Program Book. As soon as a copy of the board's resolution has been received by REA, the Applications and Loans Division will be glad to assist you with your survey in whatever way it can.

Arthur W. Smith

Summary of Program

The purpose of a complete, area-wide survey now is to determine how many rural establishments are still without electric service in the area to be served ultimately and to locate these establishments.

By locating and plotting all such establishments, you will know how much of a construction job is ahead. You will have information on which to base long-range plans and a determination of present and ultimate power requirements.

REA, too, will be able to estimate from your survey how much additional loan funds you will need. Unless REA can get this information soon, you might find yourself handicapped in obtaining, from loan funds available, allocations sufficient to make your system of maximum service.

After system boundaries have been established and your board has passed the resolution authorizing the area coverage survey, the following steps are suggested:

1. Decide on the procedure to follow. For example:

Into how many survey units should the area be divided so that the survey can be completed efficiently in the shortest possible time?

Can you get the job done through unpaid volunteers in the unelectrified sections, or will you have to pay the survey leaders for mileage or time or both?

Should the survey leaders merely record all rural establishments and solicit membership applications, or should they solicit easements and perhaps even collect membership fees at the same time?

When will the field survey be started and when is it to be completed?

Who will be in direct charge?

2. Arrange for the materials needed for the survey, such as unit field maps, tabulation sheets, survey leaders' working kits, and an adequate supply of necessary forms and educational leaflets. Some of them are available from REA; others must be printed or duplicated locally.

3. With the help of county and community leaders, select a survey leader for each survey unit. Notify the survey leaders of their selection and request them to come to a special meeting to receive detailed instructions. Keep a list of the names of survey leaders and check them off as they accept their assignments. It is important that no area be without a leader or be left unsurveyed. Make sure, at the meeting, that each survey leader understands clearly and fully what to do and what not to do. Distribute to the survey leaders their working kits and a sufficient supply of forms and educational leaflets.

4. While the field survey is in progress, keep in close touch with each survey leader by means of reports as pre-scheduled, and personal calls on survey leaders whose reports are unsatisfactory. Replace unsatisfactory survey leaders as quickly as possible.

Detailed Suggestions

1 -- Decide on Procedure

The sooner you get your survey completed, the better are your chances of being able to serve all of your system's territory. Therefore, it is best to divide up the area to be surveyed into small units, each to be covered by a survey leader living within or near that unit. The entire survey job should be completed in from 2 to 6 weeks, regardless of the size of the total area.

The size of a unit to be covered by one survey leader might vary from a portion of a township to a full township or more, depending on the density of population, the relative extent to which it has already been electrified, and the success you have in finding and training enough dependable survey leaders. In states which have no township delineation, survey units might be based on boroughs, magisterial districts, school districts or any other familiar boundary lines.

Each survey leader should preferably be well regarded by the people in the unit he or she is to cover. Persons who are themselves eager to get electric service will generally be most effective. If selection is made on that basis and the units to be covered kept relatively small, it may be possible to get the entire field survey made on a volunteer arrangement. Several REA-financed co-ops have already made full area coverage surveys with unpaid volunteer help. However, it may be necessary or advisable in some areas to compensate survey leaders for the time spent or for mileage covered.

You may get valuable help from county farm and home agents and from Agricultural Conservation Program committeemen in selecting your survey leaders. Keep in mind ACP workers, 4-H club leaders, rural mail carriers, school teachers and other community and neighborhood leaders.

Depending on the procedure required in your state, it may be advantageous for the survey leaders to obtain easements from signed and paid applicants or from their landlords.

You will save time and keep your prospective consumers lined up more firmly if your survey leaders solicit not only membership applications but also membership fees while making the survey.

Someone must supervise and coordinate the work of survey leaders regardless of their number. If other pressing duties prevent the manager from giving the detailed attention necessary, perhaps another regular system employee can do so under his direction. In case of a large survey, it might prove advisable to employ a qualified person as a special coordinator for the duration of the survey. Since the coordinator will have to give full time to this work and must take his orders from the manager, the employment of a director as coordinator should be avoided. Most REA co-op by-laws rule out the paid employment of a director or close relative.

2 -- Arrange for Survey Materials

Before starting your survey, make sure you have all the materials necessary for doing the job right. This means maps for the survey leaders, maps for compilation of field data, tabulation

forms, working kits for survey leaders, and an adequate supply of special forms and information literature for each survey leader to cover each of his prospects.

Maps -- Each survey leader will need a map of his assigned area, on which to plot all prospects. This map should be up-to-date, drawn to a scale of at least 1 inch to 1 mile. If you do not know where to get more suitable maps, the county maps made by your State Highway Planning Survey and obtainable from your State Highway Commission will be satisfactory. They are generally drawn to a scale of 1 inch to 1 mile and are sold at a dollar or less per sheet.

Before cutting a map into individual units, mark each unit given to a survey leader. You will need at least four sets of these maps.

Working Kit -- A sample of a good working kit for survey leaders is enclosed with this manual. It contains an introductory statement, instructions to the survey leader, a Tabulation Form, copies of other special forms, and a list of the other materials you should add locally.

This sample will enable you to prepare your own survey leader kit. It may need some adaptation to fit your particular needs. Be sure to arrange for enough sets to take care of each leader you are likely to employ in the course of the survey.

(a) Special Forms. The sample kit contains Tabulation Sheets arranged to record map number; whether prospect is tenant or owner; name and address; whether member application has been signed; membership fee paid; right-of-way easement signed; and remarks.

(b) Membership Application Form. This is the standard form recommended by REA. If the form previously approved by your board is different and you should find the REA-recommended form more suitable, a new board resolution will be needed to authorize the use of this form.

(c) Right-of-way Form. If survey leaders are not to solicit easements, this form should be omitted. If an easment form is used, it should be the REA-approved form currently used by your Co-op. (Not included in sample kit, to be supplied locally).

(d) Co-op Fact Sheet. The sheet included in the sample kit is merely a suggestion. Besides substituting the figures applicable to your system, with regard to rates, etc., you may wish to bring out other special facts concerning your system. A fact sheet should be left with each prospect.

(e) Informational Literature. You will want your survey leaders to distribute copies of certain informational literature. You probably have supplies in your office of some of this literature. If you need additional publications, REA will do its best to fill your needs. A form request for publications is included in the exhibits at the end of this manual. A set of the leaflets you plan to use should be bound into your working kit for survey leaders.

3 -- Select and Instruct Survey Leaders

Selection -- Your next step is to line up the needed survey leaders with the advice of farm and home agents and of other well-informed persons. When all leaders have been tentatively selected, they should be notified by letter of their selection and what it will involve. The letter should also announce the place and date of a meeting at which survey leaders will get detailed instructions and a supply of the materials needed. A penny reply postcard, addressed to the cooperative's office, should also be included for indicating acceptance of the task. Enough time should be allowed between the mailing date and the date of meeting to enable you to find substitutes for those who may not be able to serve.

A sample letter and text for a postcard will be found on the following pages. You will probably want to revise the letter to fit your needs. If you feel that more persuasion is needed, perhaps the county agent will send letters to the persons selected, pointing out what this survey will mean to their communities and urging their help. A copy of a letter actually used is included in this plan book as a sample.

Instruction -- If the area to be surveyed is very large, it may be advisable to hold instruction meetings for survey leaders at different locations so that the participants will not have to travel too far and the groups will not be too large.

To get the meeting off to a good start, it may help to have a few rural leaders, such as county farm and home agents, give short talks about the importance of getting electricity to all rural people.

The cooperative president or manager should summarize briefly your system's development and future outlook as an introduction to the job to be done.

After each person selected has accepted his assignment as survey leader and has received a copy of the working kit, the use of the material in the kit should be discussed in detail. By means of questions, discussion, and demonstration you should make sure that everyone understands his job clearly. A time schedule for the survey should be agreed upon, and the procedure for making progress reports and getting signed forms (and fees, if collected) to the co-op office should be determined.

Next will come the assignment of territory to each survey leader. With his map unit he should also be given an adequate supply of forms and information leaflets, as well as stamped and addressed postcards or envelopes if he is to make his reports by mail.

In some cases, a survey unit may have to be split up among several survey leaders if the one originally selected cannot do the entire job in the specified period. Or it may be possible for a few survey leaders to take on more than one unit each if necessary. Such adjustments should be made at the meeting, so that no part of the survey will be unduly delayed.

The success of the survey depends entirely on how well survey leaders do their job. The more thoroughly they are instructed at this meeting, the fewer mistakes they will be likely to make in the field. Therefore it is important at the meeting to give everyone a chance to ask and get full answers to any questions.

4 -- Check on Progress in Survey

You or your assistants should keep close tract of the work of every survey leader. If the survey leaders are unpaid volunteers, they can probably devote only a few hours each day to the survey. In that case a weekly progress report from each survey leader may be necessary.

If the survey leaders also collect membership fees, it is best to collect the progress report and the money from each survey leader once a week. While that takes more of the time of paid employees, it helps keep the records straight and provides an opportunity for helpful consultation with survey leaders.

If survey leaders receive pay for this work, each survey leader should concentrate on the job so that he can complete it inside of two weeks. In that case, he should be requested to send in a report every two days or even daily. Besides survey data, his reports should also give the time worked and mileage used.

If reports are too irregular or are indicative of carelessness, misunderstanding, or lack of interest, a personal call on the survey leader may remedy the situation. If a survey leader cannot carry the job through because of illness or other reason, no time should be lost in replacing him. If any portion of the survey is permitted to lag behind, the entire survey will be unduly delayed.

Each survey leader should make his final report in person. Make clear to each survey leader that the report is to be made at the co-op office or that someone will call on him for it, whichever is the case.

At this time, each unit map and tabulation and all membership applications (and money receipts and easements, if any) should be checked in detail in the survey leader's presence, for any errors or lack of clarity. Also, if he is to receive compensation for time or mileage, his claim should be checked and he should be assisted in making out his bill in the proper form.

AFTER THE SURVEY IS FINISHED, WHAT NEXT?

An area coverage survey will give you all the information needed to prepare an up-to-date detailed map of your system area, which you will need in order to present a full picture of your system's future needs. With such a map, the pre-allocation mapping in connection with subsequent loan applications will involve the simple task of drawing the proposed lines on the tracing and making the required number of prints.

Instructions on the techniques of preparing such a map will be found in REA Engineering Memorandum 154, dated June 20, 1945, on the subject "REA Maps, Drawings and Related Procedures" and the accompanying booklet "Standards for REA Mapping."

RESOLUTION

TO THE ADMINISTRATOR, REA

We, the Members of the Board of Directors of the _____, recognizing that our Cooperative has a definite obligation to make electricity available on an area-wide basis to all unserved rural establishments, resolve that the manager is hereby authorized and instructed to proceed immediately with a comprehensive, area-wide survey of all unserved establishments and that we, the directors individually and as a body, will do everything in our power to facilitate this survey and to extend electric service without delay wherever feasible in accordance with the findings.

Signed _____
President

Date of Resolution

REQUEST FOR MATERIAL

In connection with the area-wide survey authorized by the Board, we request that suitable literature be furnished for distribution to prospective consumers by our survey leaders. We will need _____ copies of each piece of literature furnished. We expect to start our survey about _____.

Signed _____
Manager

System Designation

SUGGESTED LETTER TO PROSPECTIVE SURVEY LEADERS
(Use Co-op's Letterhead)

Dear Mr. _____:

The _____ Electric Cooperative, Inc., is now preparing plans to make electric service available to all unserved neighborhoods in your area. But before we can plan for the actual line construction, it is necessary that a complete house-to-house survey be made of all unelectrified neighborhoods so that we can tell where lines will have to be built. Also, we must know which and how many people in each neighborhood will take electric service.

To get this survey done quickly and with minimum expense, we are asking outstanding men and women in their rural neighborhoods to volunteer as neighborhood survey leaders. Here is an opportunity for you to be of real service to your community.

We are asking you to meet with us and the other neighborhood survey leaders to talk over the details of what to do and how to do it. The meeting will be held at _____ in _____ at the hour of _____ on _____.

If your neighborhood is represented at this meeting, its electrification may be speeded. Therefore, please sign and mail the enclosed postcard immediately. If you cannot attend yourself, please write on the postcard the name and address of another suitable person in your neighborhood who is willing and able to volunteer for this work and who will come to the meeting instead of you.

Very truly yours,

John Doe, President

_____ Electric Cooperative, Inc.

(Note: If it has been decided to pay mileage or other compensation, this information should be added.)

SUGGESTED ADDITIONAL LETTER TO PROSPECTIVE SURVEY LEADERS
(On County Agent's Official Letterhead)

Dear Mr. _____:

Do you want electric lights and power in your home and on your farm? Would you like to see your neighborhood with a light and power line available to all the homes and farms? If so, come to a special meeting at _____ on _____ at _____ P.M. This meeting will be held at _____ in _____. We are now laying plans to bring electric light and power to every farm home in the County.

You have been selected to represent your neighborhood at this meeting. The Manager of the REA Cooperative and your REA directors will be with us. We want to know how you feel about this and have asked a representative from each school district to attend this meeting. If it is impossible for you to attend this meeting, please send someone in your place.

Now is the time for us to prepare. Come and hear the plans and help us to get ready.

Don't forget the date, _____, at _____ P.M. at _____ in _____.

Yours truly,

County Agent

* * *

Suggestions for Postcard to be included with letter to prospective survey leaders. The other side of postcard should be of course addressed to the co-op office.

To: _____ Electric Cooperative, Inc.

I am all for area-wide rural electrification and will do what I can as survey leader in my own neighborhood. You can count on my presence at the meeting where details will be arranged.

Name: _____

Address: _____

Comments:

FINISHING THE JOB

* * *

A WORKING KIT

FOR

NEIGHBORHOOD LEADERS

OF

Full Area Coverage Survey

Conducted by

Electric Cooperative, Inc.

(Address.)

(Telephone)

(Note to System Manager: In adapting this Working Kit to the needs of your cooperative, make sure that the right forms are included but none which do not apply, and the text is revised so that it will fit your situation in every respect. In estimating the number of kits to be made up, allow for the likelihood that a number of extra copies will be needed for substitute or assistant survey leaders.)

INTRODUCTION

By serving as an area coverage survey leader in your own neighborhood for this REA-financed cooperative you are starting off a chain of events which will make electric service available to everybody in your community on a low cost, non-profit basis.

More than a million farm families already enjoy the many benefits of REA co-op service. Electricity takes much of the drudgery out of farm life; and it helps save time and labor and boosts farm income. It makes for all-round better farm living. It makes possible the modernization of rural community facilities such as schools, churches, service industries, recreation, and work centers. Electricity can do for your neighborhood what it already has done for thousands of other rural neighborhoods.

This kit tells you what to do as a neighborhood survey leader and how to do it. Please follow the instructions carefully. Remember that there are other survey leaders doing the same job at the same time in other neighborhoods of the cooperative's area. We cannot possibly keep in close personal touch with all of you. We depend on each of you to do your job in such a way that we will have an accurate and complete picture when we fit all the reports together.

If anything should turn up that you do not know how to handle, or if for any reason you cannot complete the survey, please get in touch with the co-op office at once.

At the survey leaders' meeting you received a mounted map of the neighborhood assigned you and various forms and leaflets for use in your interviews. Every time you leave home to work on the survey, be sure you have your map, your working kit, a medium-hard pencil with eraser, and an adequate supply of the forms and leaflets. Sample copies of all forms and leaflets are included in this kit, to make it convenient for you to check the different items to take along.

Do not promise electricity to anyone by any particular date. Although your REA co-op hopes to bring service to everyone in your neighborhood as soon as humanly possible, it will take some time to work up engineering details and let the contract. Much depends on the materials and labor situation. The quicker this area survey is completed, the sooner we will know just what to figure on, and the better our chance will be to line up the needed labor and materials for quick construction.

Explain what your cooperative is doing to make it easy for farmers to get good farmstead wiring and to purchase their electrical equipment and plumbing. Some equipment is already on the market. More should be available shortly.

THE JOB IN OUTLINE

Summary

Please follow these instructions. (They are explained later on in detail).

1. Call at every unserved dwelling and other establishment in your territory.
2. Explain the purpose of your call.
3. Obtain a signed application if possible.
4. Collect membership fee.
5. Obtain an easement from each signed applicant.
6. Leave informational material with the occupant.
7. Tabulate the results of interviews.
8. Mark proper information on your map.
9. Mark empty houses on the map, too.
10. Make daily postcard reports to the co-op office.
11. Make a final report to the co-op.

(Note to Cooperative Managers: In preparing your copies for distribution to survey leaders, omit duties which you may not wish undertaken such as #5, if survey leaders are not to obtain easements.)

Detailed Instructions

1. Call at every farm or other establishment in your territory.

In the territory assigned you, visit every home, store, school, church, or other establishment that is now without central station electric service. It is likely that you will find many more residences than are shown on your printed map. Be sure to mark all residences on your map, including houses now under construction.

2. Explain the Survey to the Occupant

a. Explain that you are helping the REA co-op to make a survey of all houses in your area which are still without electricity. Tell them a little about the cooperative and how it works. These are points you might stress:

An REA-financed co-op is a non-profit enterprise owned by the people whom it serves.

It was financed by a government loan to bring electricity to all of the people in the area who want electric light and power.

Your co-p is now completing plans to supply all the people in its area who want electricity.

You volunteered to find out for the co-op how many persons, in the neighborhood assigned you, want electric service now.

b. Explain the advantages of electric power as a working tool and as a home convenience. Fit electricity into the pattern of your prospect's farm operations. If he operates a dairy farm, talk milk coolers and running water, milking machines and feed grinders. If he operates a hog farm, stress the advantage of pig brooders and electric corn shelling, etc.

Talk to the homemaker about good lights, running water, an electric washer, iron, radio and range. Point out to both man and wife the importance of putting electricity into the school and church.

c. Explain the REA-sponsored 4% financing of wiring, plumbing and equipment purchases.

3. Obtain a signed application if possible.

a. Fill out the land description (and the name and address of the owner, if the occupant is a tenant) on an Application Form and invite the prospective member to sign it after giving him time to read it carefully. He will probably ask a few questions before signing the application. Answer them fully. If you are not sure of the right answer and cannot find it in any of the informational leaflets, tell him so frankly. Make a note of his questions. Secure the information from your system manager for your prospect.

b. When the prospect signs the application, explain that a man and wife can have a joint membership if both sign the application. This will make it possible for either one or other to have a vote in system affairs after the application has been accepted. To make sure that the name will be read correctly at the co-op office, print it out at the bottom of the application form.

c. If you cannot persuade the prospect to sign an application, print his name at the bottom of the application anyhow so that the office will have a record.

d. In the upper right corner of the application form write the same number which you will also show for this interview on your Tabulation Sheet and on the map.

4. Collect Membership Fee.

When the prospect has signed the application, explain that by paying his membership fee now he is speeding plans for line construction in his neighborhood. Do not accept a down payment, as that complicates accounting records. If you collect the membership fee, be sure to give a receipt. Retain a copy of this receipt for your records.

5. Obtain easement from signed applicant.

(Note: If the survey leaders are to get easements, the manager or the system attorney should insert here an explanation of exactly how an easement is to be made out, signed and acknowledged.)

6. Leave Informational material with occupant.

Regardless of whether the occupant has signed an application, give him a copy of each of the printed leaflets in your working kit including a copy of the "System Fact Sheet." Explain to him how he or his children can figure the monthly electric cost for any of the listed appliances or uses by applying the co-op rate schedule.

7. Tabulate results of interview.

Regardless of whether you have obtained a signed application, write the occupant's name and address on your Tabulation Sheet and fill in the number of the interview in

the first column. For example, if Henry Jones is the fifteenth party contacted by you, the number 15 goes in the first column before his name. This number must also be marked on the map, on his membership application and on his easement form. Indicate in the second column whether the occupant is a tenant or owner. Show by check mark in the correct column whether he has signed an application. If he has paid the membership fee, place a check in that column. If you obtained an easement, place a check in that column. Use the last column "Remarks" only for explanation why a person did not sign an application, for a notation that additional information is to be provided, or for other important comments of a special nature.

8. Mark proper information on map.

Spot on your map the location of the house you have just visited. If it is shown on the map, place a small solid circle right next to it if the occupant signed an application. If he did not sign an application, show an open or hollow circle instead of the solid circle. If the house is not shown on the map, place the circle where the house is located. Also write the number of the interview right next to the circle. This is extremely important to find out which circle on the map refers to which person listed on your Tabulation Sheet. A sample map to show you how to mark your map, is included in this working kit.

9. Mark empty houses on your map too.

Since you are making a complete neighborhood survey, be sure to mark on your map all unoccupied buildings. But mark

each of these merely with an "X", not with a dot or circle, and do not give it any number. This is to indicate that it was not overlooked.

10. Make daily postcard report to co-op office.

At the end of each day, make out a brief progress report by filling out one of the post cards given you for that purpose. Add any other important information or question. These regular reports are necessary so that the office will know whether you will need special help with the work.

11. Make final report.

As soon as you have completed your part of the area survey, please make a final report to the co-op office. This report will include the following items:

a. The mounted map, containing all information asked for and with your notations on it clear and easily readable.

b. All tabulation sheets properly filled out. Be sure that the county, the letter of your map unit, and your own name are shown at the top of each sheet.

c. All application forms made out, both the ones which are signed and those which the occupants did not sign. They should be arranged consecutively by numbers.

d*. All membership fees which you have not already turned over to the co-op.

e*. All completed easements attached to the membership applications to which they refer.

f*. A detailed statement of mileage traveled, day
by day.

g*. A day-by-day statement of time spent on the survey.

*Note to Manager: Delete any items which do not apply.

Sample Progress Report Postcards

Note to manager: From these samples, make up a form to fit your situation. The other side of the card should be addressed to the co-op office.

Period from _____ to _____	
Results for period: _____	
Number interviewed _____	
Number signed up _____	
Fees collected _____	
Remarks: _____	
	Survey Leader _____
	County _____ Map Unit _____

A. For weekly reports by volunteers.

Date _____	
Today's results: _____	
Number interviews _____	
Number signed up _____	
Fees collected _____	
Number easements obtained _____	
Hours worked _____	
Miles traveled _____	
Remarks: _____	
	Survey Leader _____
	County _____ Map Unit _____

B. For daily reports by paid workers.

APPLICATION FOR MEMBERSHIP AND FOR ELECTRIC SERVICE

The undersigned (hereinafter called the "Applicant") hereby applies for membership in, and agrees to purchase electric energy from _____ Electric Cooperative, Inc., (hereinafter called the "Cooperative"), upon the following terms and conditions:

1. The Applicant will pay to the Cooperative the sum of \$5.00 which, if this application is accepted by the Cooperative, will constitute the Applicant's membership fee.

2. The Applicant will, when electric energy becomes available, purchase from the Cooperative all electric energy used on the premises described below and will pay therefor monthly at rates to be determined from time to time in accordance with the by-laws of the Cooperative; provided, however, that the cooperative may limit the amount of electric energy to be furnished for industrial uses. The Applicant will pay a bill of at least \$_____ per month regardless of the number of kilowatt hours consumed.

3. The Applicant will cause his premises to be wired in accordance with wiring specifications approved by the Cooperative. The Applicant's house is approximately _____ feet from proposed distribution line and _____ feet from the nearest public road.

4. The Applicant will comply with and be bound by the provisions of the certificate of incorporation and by-laws of the Cooperative, and such rules and regulations as may from time to time be adopted by the Cooperative.

5. The Applicant, by paying a membership fee and becoming a member, assumes no personal liability or responsibility for any debts or liabilities of the Cooperative, and it is expressly understood that under the law his private property cannot be attached for any such debts or liabilities.

The acceptance of this application by the Cooperative shall constitute an agreement between the Applicant and the Cooperative, and the contract for electric service shall continue in force for one year from the date service is made available by the Cooperative to the Applicant, and thereafter until canceled by at least 30 days written notice given by either party to the other.

Notwithstanding anything herein contained, the Applicant expressly agrees that the Cooperative may, prior to the acceptance of this application, use the \$5.00 for the development of a rural electrification project. If the Cooperative is unable to obtain a loan from the Rural Electrification Administration to finance the construction of such a project, the Applicant agrees that only so much of the \$5.00 as has not been expended for development expenses will be returned to him. If the Cooperative succeeds in establishing a rural electrification project but is unable to furnish service to the Applicant, the sum of \$5.00 will be returned to the Applicant.

Dated _____, 194_____
(Applicant)

Witness _____
(Post Office Address)

The above application for membership
accepted this ____ day of ____, 194__

LAND DESCRIPTION
_____ acres located on
_____ side of _____
road approximately _____
miles N-E S-W from _____

Electric Cooperative, Inc.

By _____
(Title)

Owner _____
Address _____

REA System Fact Sheet

The _____ (Name of System) is owned by
(Number) _____ farmers and other rural residents in (names of
counties) _____ counties. We organized in (year) _____ for the
purpose of serving ourselves with electricity on a non-profit basis
at rates we can afford to pay.

To build our system, we have borrowed \$ _____
from the Federal Government through REA at 2 percent interest. This
loan is repaid gradually, from revenue, over a period of 35 years.
No member has any personal liability for it.

We now have _____ miles of electric high lines and we
are willing to build as many more miles as are needed to serve all of
the unserved people in this area who want power. We believe that every
body should have electricity. The government has helped us to get it.
It is only fair that we should help our unserved neighbors to get it,
too.

Electricity is not expensive. And the more you use, the less
it costs. We members now buy power at the following rates:

1st. Block: \$ _____ for the first _____ KWH (Minimum Bill)
2nd. Block _____ per KWH for the next _____ KWH
3rd. Block _____ per KWH for the next _____ KWH
4th. Block _____ for each KWH in excess of _____ KWH.

Considering that one KWH can do as much work as a man sawing
stove wood for a whole day by hand, it is easy to see why farmers
with electricity can save and make more money than they could before.

If you want more information, write to or call our REA sys-
tem office.

(Name of System)

(Office Address)

(Telephone Number)

Other Attachments to Working Kit
(To be attached by Co-op)

1. A sample map unit, illustrating proper map marking.
2. A sample Right-of-Way Easement, if leaders are to obtain easements.
3. Sample informational leaflets, as available.

